



# Department of Housing and Urban Development

## Grants Evaluation Management System (GEMS)

### Frequently Asked Questions

Updated: 09/29/2023

#### Web Browser

**Q:** Is there a preferred web browser for GEMS?

**A:** Yes, we recommend you use Google Chrome. However, GEMS will fully work in most browsers.

#### Registration

**Q:** How many people can register in GEMS for my organization?

**A:** The Tribe/TDHE will determine who needs access to GEMS and their permission level. There is no limit on the number of users that your organization can have. Each Tribe and TDHE will have one Executive Contact (called the primary contact in GEMS) which is the Tribal Chairperson or TDHE Executive Director.

**Q:** Does my organization have to approve my registration in GEMS?

**A:** By registering, you agree that you have the authority to access and create an account in the system. All user registration requests are reviewed by ONAP. ONAP will determine if you should have an account in GEMS before approving the registration request. As needed, we will reach out to your organization to confirm access is being provided to the appropriate users.

**Q:** How long is the registration process for GEMS?

**A:** The registration process can be completed in under an hour.

**Q:** Can a contractor who works with multiple grantees register in GEMS?

**A:** Yes, however contractors must register individually for each grantee, with separate email addresses. If possible, contractors should wait to register, as a fix is being worked on to attach multiple grantees to a single log in.

**Q:** Does our password time out after a certain number of months?

**A:** Yes, your password will expire in around three (3) months. You will be able to self-reset the password if it expires, or the area office can reset the password should the self-assist option not work. You cannot reuse the same password.

**Q:** How do we change my organization's Executive Contact or Primary Contact?

**A:** The new Executive Contact or Primary Contact should register in the portal. Contact the area office to disable the old Executive Contact or Primary Contact or change them to a non-primary contact.

**Q:** What if a registered user leaves my organization?

**A:** Contact your area office to have the user's access disabled in GEMS.

- Q:** What if during registration Read/Review or Create/Edit was selected, but the user needs to be able to Sign/Submit?
- A:** Contact the area office to have the user's account updated.
- Q:** What if during registration all the grant programs were not selected?
- A:** At this time, the system does not limit the grant programs a user can work with based on the selections made during registration. However, in the future contact the area office to have the user's account updated.
- Q:** If I'm not the Executive Contact or Primary Contact, will I receive notifications from GEMS?
- A:** Yes, the user who submits the IHP, APR, or SF-425 will receive notifications.

### IHP/APR

- Q:** My IHP or APR is due around the time of the migration, can I still submit the IHP or APR in EPIC?
- A:** EPIC is scheduled to be shut down for ONAP programs on September 14, 2023, 5:00 p.m. Eastern Time. IHPs and APRs completed and submitted in EPIC before this time will be transferred to GEMS. If an IHP or APR was submitted in EPIC with errors prior to the September cutoff date/time it can be returned to you to finish in.
- Q:** Can I get a waiver or extension to submit my IHP or APR in GEMS?
- A:** If more time is needed to submit the report in GEMS, you can request a waiver or extension from your area ONAP. Only one waiver of up to 90 days can be granted for the extension of the IHP due date. Please note that this accommodation is being made to assist with the rollout of GEMS for IHP and APR submissions. Under normal circumstances, requests for an IHP submission waiver must be based on exigent circumstances beyond the grantee's control.
- Q:** When is my first IHP due in GEMS?
- A:** For the Eastern Woodlands, Northwest, Southern Plains, and Southwest regions, IHPs for program years that start on January 1, 2024, will be the first ones submitted in GEMS. They are due on October 18, 2023. All future IHPs will be submitted in GEMS. Additionally, all IHP amendments need to be filed in GEMS starting September 25, 2023.  
For the Northern Plains region, all IHPs and IHP amendments are being submitted in GEMS already.  
For the Alaska region, please contact your Grants Management Specialist for more information.
- Q:** When is my first APR due in GEMS?
- A:** For the Eastern Woodlands, Northwest, Southern Plains, and Southwest regions, APRs for program years that end on June 30, 2023, will be the first ones submitted in GEMS. They are due on September 28, 2023. All future APRs will be submitted in GEMS. Additionally, if you need to update an APR in GEMS, these updates need to be filed in GEMS starting September 25, 2023. If you need to update an APR that is not in GEMS, contact your Grants Evaluation Specialist.  
For the Northern Plains region, all APRs and APR updates are being submitted in GEMS already.  
For the Alaska region, please contact your Grants Evaluation Specialist for more information.
- Q:** In Section 3 of the IHP/APR, why don't I see the popup calculator for entering non-IHBG funds?
- A:** GEMS was unable to emulate the popup calculator. The budget amounts from Section 3 will not flow into Section 5. Therefore, you will need to manually input projected expenditures of non-IHBG resources onto the Sources of Funding Table (Column D). Column M on the Uses of Funding Table will populate from information contained in Section 3.

**Q:** Can I print an IHP or APR from GEMS?

**A:** You can create a PDF file of your organization's IHP or APR to print. The location of the print button icon varies depending on if the IHP or APR has been submitted. Check out the [Grantee User Guide](#) for instructions on how to do this.

**Q:** In Section 5 (Budgets), will the Sources and Uses of Funding tables flag miscalculations?

**A:** Yes, the system will flag miscalculations. You may need to Save as Draft to get the miscalculation errors to clear after making updates.

**Q:** When completing an IHP or APR, can we enter a table?

**A:** Yes, GEMS will support tables in certain text fields, and the tables will also print.

**Q:** How do you do prepare an IHP amendment or APR update?

**A:** Once the IHP is in-compliance or the APR is accepted, under New Submissions you can select Amendment (IHP), or Update (APR). Only one IHP amendment or one APR update can be pending at a time for a program year.

**Q:** Does clicking Next Section save when completing an IHP or APR?

**A:** Yes, GEMS will save when you select Next Section.

### **SF-425s**

**Q:** What programs require an SF-425 submission in GEMS?

**A:** All SF-425s for grant programs administered by ONAP must be submitted in GEMS. This includes Indian Housing Block Grant (IHBG), IHBG-Competitive (IHBG-COMP), IHBG-CARES, IHBG-ARP, Indian Community Development Block Grant (ICDBG), ICDBG-Imminent Threat (ICDBG-IT), ICDBG-CARES, ICDBG-ARP, Tribal HUD-VASH, Tribal HUD-VASH Expansion, and Resident Opportunity and Self-Sufficiency (ROSS).

**Q:** When is my first Federal Financial Report (SF-425) due in GEMS?

**A:** For the Eastern Woodlands, Northwest, Southern Plains, and Southwest regions, SF-425s for quarters that end on September 30, 2023, will be the first ones submitted in GEMS. All SF-425s due on and after October 30, 2023, must be submitted in GEMS.

If you have an SF-425 due for the quarter that ended on June 30, 2023, that was not submitted in EPIC before you lost access, please submit the SF-425 to your area ONAP by PDF.

For the Northern Plains region, all SF-425s are being submitted in GEMS already. If you need to update a SF-425 that is not in GEMS, contact your Grants Evaluation or Grants Management Specialist.

For the Alaska region, please contact your Grants Evaluation or Grants Management Specialist for more information.

**Q:** What if I need to update a previously submitted SF-425?

**A:** Contact your Grants Evaluation or Grants Management Specialist.

**Q:** Can I print a SF-425 from GEMS?

**A:** You can create a PDF file of your organization's SF-425. Check out the [Grantee User Guide](#) for instructions on how to do this.

**Q:** Can I enter investment data for prior period drawdowns that are invested in the current reporting period?

**A:** You can enter investment drawdowns in the SF-425 report under the "Investment Tracking Summary" heading.

**Q:** Does the Home tab only list my organization's outstanding reports?

**A:** Yes, only reports assigned to your organization will show up on your Home tab. All SF-425s are automatically generated by the system. For an IHP or APR to show up, it will need to be created by someone at your organization with that level of access in GEMS.

**Q:** Where do I find my organization's historic SF-425s in GEMS?

**A:** Most SF-425s were submitted via email and not in a central database, therefore historic SF-425s will not be in GEMS.

### **Miscellaneous**

**Q:** Is LOCCS going away also?

**A:** No